

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Recreation Coordinator	Job Family: 4
General Classification: Professional	Job Grade: 16

Definition: To plan, organize and coordinate a community service and recreation program; and to provide technical staff assistance.

Distinguishing Characteristics: This is the full journey level class within the Recreation Coordinator series. Employees at this level receive occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Recreation Coordinator in that the Senior assumes total responsibility for coordinating multiple programs, program areas or assigned facility. Receives general supervision from a Recreation Supervisor or Senior Recreation Coordinator. May exercise direct or indirect supervision over contract, part-time or hourly staff.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Plan or assist in the planning, organizing, implementing and evaluating of a community service and recreation program.
2. Prepare community service and recreation publicity related to assigned program; coordinate referral systems and the publication of seasonal brochures; coordinate the dissemination of recreation and community service publicity.
3. Prepare reports; maintain files and records related to program.
4. Identify community needs and recommend appropriate programs related to area of assignment.
5. Conduct and supervise special events; make contractual recommendations to supervisors.
6. Prepare purchase requisitions for approval; order supplies and materials.
7. Assist in preparing and monitoring program budget.
8. Respond to complaints and requests for information.

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9. Assist in selecting, supervising, training and evaluating assigned contract, part-time or hourly staff.
10. Attend professional workshops, seminars and conferences.
11. Perform related duties as required.

Minimum Qualifications:

Knowledge of: Methods, techniques and procedures in the delivery of the community services program; common recreational and social needs of various age groups; principles and procedures for implementing and directing community services or recreation activities; principles and practices of program budget monitoring; principles and practices of assigning and reviewing the work of others.

Ability to: Develop and coordinate a community service or recreation program suited to the needs of the community; plan, organize, coordinate and implement a community services program; establish and maintain effective working relationships with those contacted in the course of work; analyze, interpret and explain section policies and procedures; communicate effectively, both orally and in writing; train and evaluate contract, part-time and hourly subordinates.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: One year of community service program coordination experience preferred; equivalent to a bachelor's degree from an accredited college or university with major work in recreation administration or a closely related field.

Required Licenses or Certificates: Possession of, or ability to obtain, a valid California driver's license.

Established February 1980

Revised March 1993

CLASS SPECS

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